Suggested format for Materials and Supplies Physical Inventory Taking (Manual Systems without Cycle Counting)

STATE OF MARYLAND Agency Name

MATERIALS AND SUPPLIES PHYSICAL INVENTORY

	For Fiscal Year ending	, 20			
Sheet	of Counted By		Date		
	Spot Audit or 2 nd Count By		Date		
	Verified By		Date		
COMMODITY	DESCRIPTION	UNIT OF ISSUE	UNIT PRICE	EXTENDE VALUE	
			•	-	
			•		
			•		
			•		
			•		
			•		
			•		
			•	•	
			•	<u> </u>	
	ı		1	1	